

**State of Michigan**  
Department of Civil Service  
**OFFICE OF TECHNICAL COMPLAINTS**  
400 South Pine Street, P.O. Box 30002  
Lansing, Michigan 48909  
FAX (517) 241-9099

**Review the instructions  
on the reverse side before  
completing this form.**

## TECHNICAL CLASSIFICATION COMPLAINT

**Part A —**

<b>COMPLAINANT'S NAME</b> (Last, First, and Middle Initial)			<b>EMPLOYEE IDENTIFICATION NUMBER</b>
<b>HOME ADDRESS</b>			<b>TELEPHONE</b> (8 a.m. – 5 p.m.)
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>E-MAIL ADDRESS</b>
<b>DEPARTMENT</b>			

**Part B — TECHNICAL CLASSIFICATION DECISION BEING QUESTIONED****Part C — REASONS WHY THE TECHNICAL DECISION IS INCORRECT** (Attach additional sheets if necessary.)**Part D — DESIRED OUTCOME OF THIS COMPLAINT****Part E — SIGNATURE OF COMPLAINANT** (See note below.)**DATE****NAME, ADDRESS, AND E-MAIL ADDRESS OF COMPLAINANT'S REPRESENTATIVE (IF ANY)**

**NOTE:** Keep a copy of this for your files, send a copy to your Personnel Office, and forward the original to Civil Service (using the above address).

## INSTRUCTIONS FOR COMPLETION OF THE TECHNICAL CLASSIFICATION COMPLAINT

**Deadlines and Extensions** — For your complaint to be timely, this completed form must be received by the Department of Civil Service within fourteen calendar days of the technical decision mailing date. The Technical Review Officer will reject a late request. A request for an extension of time for filing your complaint must be made in writing to the Office of Technical Complaints, at Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909, prior to expiration of the complaint period.

**Complete the form as indicated in the steps below:**

1. **Part A** — Complete this section with the information requested. If this is a group appeal, supply all requested information for each complainant on a separate sheet.
2. **Part B** — Complete this section specifically identifying the classification decision or action you wish to question.
3. **Part C** — Complete this section, fully explaining why you believe the decision is improper. Attach any documentation you believe supports your complaint. This is your only opportunity to offer your explanation or supply supporting documentation.

**IMPORTANT:** To obtain the desired outcome of this complaint, you must prove that the technical decision violated a Civil Service rule or regulation or was arbitrary and capricious.

If you plan to have a representative in this complaint, contact your representative to discuss the reasons for your complaint and to obtain assistance in completing this form.

In order to complete this section, you should review copies of the following documents, which have been provided to you or are available from your personnel office:

- a. The Position Action Request (CS-129) form and the audit report that explains the classification decision.
- b. Classification specifications for your current classification and for the classification you desire.
- c. The relevant glossary of terms, classification system guidelines, and/or Civil Service rules and regulations.
- d. Civil Service Regulation 8.02, covering the technical complaint process.

If your position is classified based on one of the subsystems (specialist or managerial), your appeal should include discussion of the factor elements you believe apply to your position.

4. **Part D** — Complete this section indicating what specific action you seek to resolve the complaint. The desired outcome must be within the scope of authority of the Technical Review Officer to grant.
5. **Part E** — Sign and date the completed form. If you have a representative, include that individual's name, mailing address, and e-mail address. For group complaints, all complainants must sign the request.
6. **Make two copies of the form.** Forward a copy of the form with copies of any attachments to your personnel office. Retain a copy of the form for your records. Return the original form to the address indicated at the top of the form.

Upon receipt of the completed complaint and appointing authority comments (if any), the Technical Review Officer will conduct a review. The review will usually include a staff report. The Technical Review Officer will issue a technical review decision, usually within thirty weekdays of receipt of the staff report. A large volume of complaints could delay the response time.